

FAIRFIELD HOUSING AUTHORITY
823-B Jefferson St., Fairfield, CA 94533
Incoming Portability Requirements

Thank you for your interest in moving to the Fairfield Housing Authority jurisdiction.

HOW LONG WILL IT TAKE?

Portability participants are a priority; however you should allow at least 4 weeks to process your paperwork, request your background check and conduct the move-in inspection. **DO NOT** move into a unit prior to our inspection.

PORTABILITY BRIEFING

After we receive your paperwork from the initial Housing Authority you must attend a 2-hour briefing which is held twice a month. The following must be completed prior to scheduling the briefing: (All items requiring signature will be mailed to the address included in the packet)

- Submit completed personal declaration form
- Authorizations to release must signed by all household members 18 and up (to verify income, family composition and/or a background check)
- Pass background check (all members 18 and up)
- Submit any additional documents requested by FHA (social security cards, birth certificates, etc...)

At the briefing you will receive your voucher, an estimate of what rent you can afford, and the Request for Tenancy Approval (RTA) for your new owner to complete. We also require a copy of the California Driver's License or California ID. Please Note: The Head of Household and ALL adult members of the family are required to attend. We recommend that all adults attend the briefing at the same time; otherwise the Head of Household will be required to attend more than one briefing. Due to the length of the briefing and the information discussed, minor children are not allowed to attend the briefing. For more information please call 707-428-7392.

CRIMINAL BACKGROUND CHECKS

All adults in the household must sign the Authorizations for Release of Information Form. A background check will be requested on all adult household members (18 years old or older). A briefing or inspection at your new unit will not be scheduled until we verify your background is clear.

AVAILABLE UNITS ACCEPTING SECTION 8 ASSISTANCE

We maintain several rental lists at the Fairfield Housing Authority lobby to help you in your search for suitable housing. You can also access these lists on the City of Fairfield website:

www.fairfield.ca.gov.

WHEN WILL MY LEASE BEGIN?

New Housing Assistance Payment (HAP) contracts begin only after the inspection passes, and the tenant has the keys to the unit.

PORTABILITY ABSORPTION OR ADMINISTRATION

The Fairfield Housing Authority is not absorbing incoming portable vouchers at this time



INCOME LIMITS

If you are new to the Section 8 program and have never leased up in any other jurisdiction, you must meet our income requirements for assistance. The eligibility income requirements for those porting into our agency are as follows.

Family Size	1	2	3	4	5	6	7	8
30% ELI	\$16,350	\$18,650	\$21,000	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890

VOUCHER TERM AND SIZE

Your voucher size is determined by our agency, not by the voucher size issued from your current Housing Authority. Our policy is one bedroom for the head of household/co-head and one bedroom for every two subsequent persons within the household, regardless of age, sex or relationship. Our policy is restrictive due to budget constraints.

Changes to your family composition must be completed by your current Housing Authority and be reflected on the 50058 and HUD Form 52665. No family composition changes will be made by the Fairfield Housing Authority prior to executing a HAP contract. If your voucher is expiring, you must get written approval for an extension from your initial Housing Authority.

If you are approved by your current Housing Authority for an additional bedroom due to a Reasonable Accommodation for a disability, this accommodation must be included in your portability packet. The accommodation will be considered "Conditional" at initial lease up and may be re-verified at the next annual recertification.

PAYMENT STANDARD

The Payment Standard determines the amount of federal assistance provided by the voucher size. If the owner does not pay all utilities, the rent approved by the inspector will be less than the payment standard. NOTE: The rent must be comparable to other units of similar size in the neighborhood. Use the Estimated Rent shown below the payment standard as a guide when shopping for a unit to rent.

Bedroom Size	1BR	2BR	3BR	4BR	5BR
Payment Standard	1075	1348	1965	2354	2707
Estimated Rent if Tenant pays all utilities	961	1229	1725	2064	2376

HOUSING QUALITY STANDARDS INSPECTION

Once the Request for Tenancy Approval (RTA) is completed by your owner, the document should be returned to the Fairfield Housing Authority so the Housing Inspector can schedule a Housing Quality Standards (HQS) inspection. You should plan to attend the inspection if possible. The landlord (or the owner's representative) must attend the inspection.

SECURITY DEPOSITS

We do not have any funding for Security Deposits. You must have the full deposit available on the day the inspection passes unless other arrangements are made with the owner in advance. We recommend to owners to give keys only after the deposit is paid.

FAMILY SELF SUFFICIENCY PROGRAM

Please notify us if you are an active Family Self Sufficiency participant within 30 days from your lease-up so we can request a transfer of your FSS escrow balance to our agency.

